

FOUR-YEAR REVIEW OF ASSOCIATE PROFESSORS

UNIVERSITY OF MINNESOTA CROOKSTON

2020-2021 PROCESSING DATES AND PROCEDURES*

Due Date	Responsibility	Action
August 28 - Friday	Academic Affairs	Identify Associate Professors up for Four-year review and notify faculty and ATSS.
September 2 - Wednesday	ATSS	Establish the needed Canvas sites that contain the four-year review template. Access given to Associate Professor, Unit Head, and Academic Affairs, along with directions on how to access site.
October 27 - Tuesday	Academic Affairs	Identify members of 4-year review committee and send names of the committee members to ATSS, Unit Head, and Associate Professor.
February 18 - Thursday	Associate Professor	Canvas site for associate professor must be complete with all documents. Associate professor access is changed to view only.
February 19 - Friday	ATSS	Access to Canvas site given to review committee members, along with directions on how to access each site.
February 19 - Friday	Review Committee	Begin review of Associate Professor dossier.
March 10 - Wednesday	Review Committee Chair	Provide written report to Unit Head and Academic Affairs.
March 17 - Wednesday	Unit Head	Enter information from review committee's written report into Form UM13.
March 29 - Monday	Unit Head and Review Committee Chair	Deadline to hold individual meeting with Associate Professor to share the review committee report. UM13 has been signed by faculty member and Unit Head.
March 29 - Monday	Unit Head	Send the signed UM13 to Academic Affairs for filing.
April 5 - Monday	Associate Professor	Response (if any) on review committee's report sent to Unit Head.
April 12 - Monday	Unit Head	Send the Associate Professor response (if any) to Academic Affairs.
April 12 - Monday	Academic Affairs	Academic Affairs will send a copy of the signed form UM13 and response (if any) to ATSS. Original document to be placed in academic file.
April 28 - Wednesday	ATSS	Form UM13, review committee report, and response (if any) uploaded to the appropriate Canvas sites.

Academic Affairs - 5/22/20

*This schedule is subject to change due to COVID planning.

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